



Job Description – Teaching Assistant

Job Title:	Teaching Assistant
Pay Scale:	Kent Scheme – KS3
Contract Hours:	35 hours per week Permanent Post
Responsibility to:	Class teacher for day to day supervision, Leader of Aspen2.

General Responsibilities and Duties:

To work as directed by the class teacher and or Head and Deputy of Aspen2 to enable students with special educational needs to access the National Curriculum in line with the school policy of inclusion. To carry out duties which form part of the contract of a Teaching assistant, and any other duties such as the Head teacher of Aspen2 and the Principal of Dover Christchurch Academy may reasonably direct from time to time.

Principle Duties and Responsibilities

- To work as part of an inter-disciplinary team under the immediate direction of the class teacher to whom you are responsible.
- To be familiar with a range of teaching resources and strategies suitable for the needs of individuals or small groups and to use them effectively.
- To support students as directed in appropriate areas of the curriculum, individually or in small groups, under the guidance of the teacher or the head of Aspen2.
- To assist with specific pupils in lifting, dressing, feeding, toileting and cleaning and changing pupils who are incontinent.
- To contribute to the development of differentiated materials as identified in the Statement of Special Educational Needs, the Individual Education Plan and through the on-going assessment of the student needs.
- To support visiting therapists in carrying out specific programmes as directed by the class teacher and the Head of Aspen2.
- To participate in the planning and evaluation of support for pupils.

- To maintain and care for resources used in the classroom. To help in the preparation and tidying of the classroom throughout the day.
- To supervise pupils during break and lunch times
- To administer drugs or medication to individual pupils in the unit and Dover Christ Church Academy whenever necessary.
- To assist with reporting on the development, progress and attainment of pupils as required by the Code of Practice.
- To actively support the teacher in behaviour management and to reinforce agreed rules in working with students.
- To be aware of the needs (learning, medical, care and pastoral) of the students within Aspen2.
- To actively take part in staff training courses provided during working hours. Other training opportunities may be available outside these hours.
- To take part in staff meetings when called to do so.
- To respect the confidential nature of all information gained either verbally or in writing.
- To be responsible directly to the Head Teacher for the safety and well being of pupils when left alone with them, and follow the school's safeguarding policy.
- To work within the performance management process of the School, to evaluate performance and take full advantage of the training and development available.

Health and Safety Act

To take delegated responsibility for the implementation of the Act as outlined in the school's Health and Safety Policy.

To Whom Responsible

To the Head teacher of Aspen2 and thence to the Principal of Dover Christ Church Academy

Signed: _____

Date: _____

The Job Description will be reviewed by September 2017, or earlier if necessary. In addition, it may be amended at any time after the consultation with the post holder.